

CHAPTER 1

TRAVEL

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CHAPTER 1**TRAVEL**1201 **TRAVEL**

120101. The Federal Travel Regulation (FTR), published by the General Services Administration (GSA), Travel and Transportation Management Policy Division, is the source for Federal policy on travel. The FTR is available at <http://www.gsa.gov/ftr>.

120102. The NASA Federal Travel Regulation Supplement (NFTRS) contained here as Appendix A is intended only to address matters for which NASA has authority or responsibility to set specific policy or establish specific procedures that apply only to NASA and matters not covered by the FTR. The FTR, as amended, should first be consulted regarding travel policy. It is incumbent upon NASA employee-travelers, authorizing and approving officials and financial management personnel to be familiar with the provisions of the FTR, in relation to their specific roles in the travel process.

120103. Chapters 300 and 301 of the FTR are published by GSA in a plain language, question and answer, format. To facilitate the review of NASA-specific provisions related to the FTR and simplify Agency travel regulations, the FMR NFTRS is structured, formatted, and numbered consistent with the FTR. Only questions for which there are NASA-specific answers are included.